

UNITED STATES GOVERNMENT
GENERAL TERMS & CONDITIONS (GT&C)
FS Form 7600A



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm

G-Invoicing Required Fields have an (*)

NEW OR MODIFIED GT&C			
*General Terms and Conditions (GT&C) Number		GT&C Number:	
		Modification Number:	
		Status:	
AGENCY INFORMATION			
1.		Requesting Agency (Buyer)	Servicing Agency (Seller)
	*Agency Account Name	Administrative Office of the Courts	General Services Administration
	*Agency Location Code (ALC)	00005697	47000016
	*ALC Description	Administrative Office of the Courts	General Services Administration
	Group Name	Department of Program Services	General Services Administration, FAS, TTS office of clients and Markets. 18F
	Group Description		476420
	Cost Center		Tech Transformation 18F
	Business Unit		
	Department ID		
GT&C INFORMATION			
2.	GT&C Title	18F / CM/ECF Modernization PA + E&I	
3.	Agency Agreement Tracking Number	18FAOC210001	
4.	*Agreement Period	Start Date (yyyy/mm/dd): date of final sign	End Date (yyyy/mm/dd): 13 months from
5.	Termination Days	30	
6.	*Agreement Type	Single Order	
7.	*Advance Payment Indicator	Are Advance Payments allowed for this GT&C? <input type="radio"/> Yes <input checked="" type="radio"/> No *If "Yes", the Requesting Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C.	
8.	*Assisted Acquisition Indicator	Will this GT&C accommodate Assisted Acquisitions? <input type="radio"/> Yes <input checked="" type="radio"/> No *If "Yes", the Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Lines 17 & 18 below for additional detail.	
ESTIMATED AGREEMENT AMOUNT			
9.	Total Direct Cost Amount		

	Total Overhead Fees and Charges Amount	\$1,003,254.00
	*Total Estimated Amount	\$1,003,254.00
	Enforce Total Remaining Amount	Should G-Invoicing enforce the total value of orders to remain below the Total Amount on the GT&C? <input checked="" type="radio"/> Yes <input type="radio"/> No If "Yes", G-Invoicing will not allow Order total to exceed the GT&C total.

ADDITIONAL AGREEMENT INFORMATION

10.	Explanation of Overhead Fees and Charges	The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.	
11.	Requesting Scope	18F will work collaboratively with the Requesting Agency to conduct research, talk to users and stakeholders, synthesize collected data, and make findings and recommendations Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.	
12.	Requesting Roles	Requesting Agency will manage the scope described above and perform any work to assist with the scope, including identifying stakeholders, scheduling meetings, and task management. Requesting Agency will also provide documentation as needed, facilities and equipment, and establish appropriate lines of responsibility and access to key contractors and vendors. Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.	
13.	Servicing Roles	Please see Form 7600A, Attachment 1 - Additional Clauses and Statement of Work	
14.	Restrictions		
15.	Assisted Acquisition Small Business Credit Clause	The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.	
16.	Disputes	Disputes related to this GT&C and any related Orders shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 5; Intragovernmental Transaction (IGT) Guide, at http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html	
17.	Requesting Assisted Acquisitions		
18.	Servicing Assisted Acquisitions	see Form 7600A, Attachment 1 - Additional Clauses and Statement of Work	
19.	Requesting Clauses	see Form 7600A, Attachment 1 - Additional Clauses and Statement of Work	
20.	Servicing Clauses	see Form 7600A, Attachment 1 - Additional Clauses and Statement of Work	
21.	Agency Additional Information	Requesting Agency (Buyer)	Servicing Agency (Seller)

MODIFY GT&C

22.	Modification Date (yyyy/mm/dd):
	Brief explanation required for modifying this GT&C prior to the original End Date:

CLOSE GT&C

23.	Closing Date (yyyy/mm/dd):
	Brief explanation required for closing this GT&C prior to the original End Date resulting in early termination:

REJECT GT&C

24.	Rejection Date (yyyy/mm/dd):
	Brief explanation required for rejecting this GT&C prior to the original End Date resulting in early termination:

PREPARER INFORMATION

25.	*Preparer Name	
	*Preparer Phone	
	*Preparer E-mail	

AGREEMENT APPROVALS

By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s).

		Requesting Initial Approval (required)	Servicing Initial Approval (required)
26.	*Approver's Name	Manish Patel	Harry Lee
	*Signature:	(b) (6)	(b) (6)
	Title	Contracting Officer	Assistant Commissioner Office of Clients and Markets
	*E-mail	manish.patel@ao.uscourts.gov	harry.f.lee@gsa.gov
	*Phone	202-502-3258	
	Fax		
	*Date (yyyy/mm/dd)	2020/11/30	
		Requesting Final Approval (required)	Servicing Final Approval (required)
27.	*Approver's Name	Manish Patel	Harry Lee
	*Signature:	(b) (6)	(b) (6)
	Title	Contracting Officer	Assistant Commissioner Office of Clients and Markets
	*E-mail	manish.patel@ao.uscourts.gov	harry.f.lee@gsa.gov
	*Phone	202-502-3258	
	Fax		
	*Date (yyyy/mm/dd)	2020/11/30	

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Required fields for the FS Form 7600A are denoted with an (*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

https://www.fiscal.treasury.gov/fservices/gov/acctg/g_invoice/g_invoice_home.htm

NEW OR MODIFIED GT&C

General Terms and Conditions (GT&C) Number	G GT&C Number:	
	Requesting Agency (Buyer)	Servicing Agency (Seller)
	* Agency Agreement Tracking Number	* Agency Agreement Tracking Number 18FAOC210001-0000-0001
	G Modification Number: 0001	
	G Status:	

AGENCY INFORMATION

		Requesting Agency (Buyer)	Servicing Agency (Seller)
1.	* Agency Name	Administrative Office of the Courts	General Services Administration
	* Group Name	Department of Program Services	General Services Administration, FAS, TTS, Office of Clients and Markets. 18F
	G Group Description		
	G Document Inheritance Indicator		
	* Agency Location Code (ALC)	10025697	47000016
	ALC Description		
	Subordinate Group		
	Cost Center		
	Business Unit		
	Department ID		

GT&C INFORMATION

2.	* GT&C Title	18F / CM/ECF Modernization PA + E&I	
3.	G Order Originating Partner Indicator		
4.	* Agreement Period	Original Base/Current Modification	New/Proposed Modification
		Start Date (yyyy/mm/dd): 2020-12-01	Start Date (yyyy/mm/dd):
		End Date (yyyy/mm/dd): 2021-12-31	End Date (yyyy/mm/dd):
5.	Termination Days	30	
6.	* Agreement Type	Single Order	

7.	* Advance Payment Indicator	Are Advance Payments allowed for this GT&C? <input type="radio"/> Yes <input checked="" type="radio"/> No *If Yes , the Requesting Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C.
8.	* Assisted Acquisition Indicator	Will this GT&C accommodate Assisted Acquisitions? <input type="radio"/> Yes <input checked="" type="radio"/> No *If Yes , the Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Lines 17 & 18 below for additional detail.
ESTIMATED AGREEMENT AMOUNT		
9.	Total Direct Cost Amount	\$1,443,300.00
	Total Overhead Fees and Charges Amount	
	* Total Estimated Amount	\$1,443,300.00
	° Enforce Total Remaining Amount	Should G-Invoicing enforce the total value of orders to remain below the Total Amount on the GT&C? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes , G-Invoicing will not allow Order total to exceed the GT&C total.
ADDITIONAL AGREEMENT INFORMATION		
10.	Explanation of Overhead Fees and Charges	The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.
11.	Requesting Scope	18F will work collaboratively with the Requesting Agency to conduct research, talk to users and stakeholders, synthesize collected data, and make findings and recommendations Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.
12.	Requesting Roles	Requesting Agency will manage the scope described above and perform any work to assist with the scope, including identifying stakeholders, scheduling meetings, and task management. Requesting Agency will also provide documentation as needed, facilities and equipment, and establish appropriate lines of responsibility and access to key contractors and vendors. Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.
13.	Servicing Roles	Please see Form 7600A, Attachment 1 - Additional Clauses and Attachment A, Statement of Work
14.	Restrictions	n/a
15.	Assisted Acquisition Small Business Credit Clause	The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.
16.	Disputes	Disputes related to this GT&C and any related Orders shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 5; Intragovernmental Transaction (IGT) Guide, at http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html
17.	Requesting Assisted Acquisitions	n/a
18.	Servicing Assisted Acquisitions	n/a

19.	Requesting Clauses	see Form 7600A, Attachment 1 - Additional Clauses and Attachment A Statement of Work	
20.	Servicing Clauses	see Form 7600A, Attachment 1 - Additional Clauses and Attachment A Statement of Work	
21.	Agency Additional Information	Requesting Agency (Buyer)	Servicing Agency (Seller)
		ADDRESS: One Columbus Circle, NE Washington, DC 20544	ADDRESS: 1800F St NW Washington DC 20405

MODIFY GT&C

22.	Modification Date (yyyy/mm/dd): 2021-08-27
	Brief explanation required for modifying this GT&C prior to the original End Date: Blocks 1,9,&21: The purpose of this modification is to increase the agreement ceiling to \$1,443,300.00. The ALC has also been updated and agency addresses added.

CLOSE GT&C

23.	Closing Date (yyyy/mm/dd):
	Brief explanation required for closing this GT&C:

REJECT GT&C

24.	Rejection Date (yyyy/mm/dd):
	Brief explanation required for rejecting this GT&C:

PREPARER INFORMATION

25.	* Preparer Name	Molly McIntyre
	* Preparer Phone	202-431-3588
	* Preparer E-mail	molly.mcintyre@gsa.gov

AGREEMENT APPROVALS

By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s).

		Requesting Initial Approval (required)	Servicing Initial Approval (required)
26.	* Approver's Name	see block 27	see block 27
	* Signature		
	Title		
	* E-mail		
	* Phone		
	Fax		
	* Date (yyyy/mm/dd)		
		Requesting Final Approval (required)	Servicing Final Approval (required)
27.	* Approver's Name	Manish Patel	Sonny Hashmi

* Signature	(b) (6)	(b) (6)
Title	Contracting Officer	FAS Commissioner
* E-mail	manish.patel@ao.uscourts.gov	sonny.hashmi@gsa.gov
* Phone		
Fax		
* Date (yyyy/mm/dd)		9/24/2021

UNITED STATES GOVERNMENT
GENERAL TERMS & CONDITIONS (GT&C)
FS Form 7600A



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Required fields for the FS Form 7600A are denoted with an (*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm

NEW OR MODIFIED GT&C

General Terms and Conditions (GT&C) Number	G GT&C Number:	
	Requesting Agency (Buyer)	Servicing Agency (Seller)
	* Agency Agreement Tracking Number	* Agency Agreement Tracking Number 18FAOC210001-0000-0002
	G Modification Number: 0002	
	G Status:	

AGENCY INFORMATION

	Requesting Agency (Buyer)	Servicing Agency (Seller)
1. * Agency Name	Administrative Office of the Courts	General Services Administration
* Group Name	Department of Program Services	General Services Administration, FAS, TTS, Office of Clients and Markets. 18F
G Group Description		
G Document Inheritance Indicator		
* Agency Location Code (ALC)	10025697	47000016
ALC Description		
Subordinate Group		
Cost Center		
Business Unit		
Department ID		

GT&C INFORMATION

2.	* GT&C Title	18F / CM/ECF Modernization PA + E&I	
3.	G Order Originating Partner Indicator		
4.	* Agreement Period	Original Base/Current Modification	New/Proposed Modification
		Start Date (yyyy/mm/dd): 2020-12-01	Start Date (yyyy/mm/dd):
		End Date (yyyy/mm/dd): 2021-12-31	End Date (yyyy/mm/dd): 2022-02-01
5.	Termination Days	30	
6.	* Agreement Type	Single Order	

7.	* Advance Payment Indicator	Are Advance Payments allowed for this GT&C? <input type="radio"/> Yes <input checked="" type="radio"/> No *If Yes, the Requesting Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C.
8.	* Assisted Acquisition Indicator	Will this GT&C accommodate Assisted Acquisitions? <input type="radio"/> Yes <input checked="" type="radio"/> No *If Yes, the Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Lines 17 & 18 below for additional detail.
ESTIMATED AGREEMENT AMOUNT		
9.	Total Direct Cost Amount	\$1,443,300.00
	Total Overhead Fees and Charges Amount	
	* Total Estimated Amount	\$1,443,300.00
	^g Enforce Total Remaining Amount	Should G-Invoicing enforce the total value of orders to remain below the Total Amount on the GT&C? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, G-Invoicing will not allow Order total to exceed the GT&C total.
ADDITIONAL AGREEMENT INFORMATION		
10.	Explanation of Overhead Fees and Charges	The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.
11.	Requesting Scope	18F will work collaboratively with the Requesting Agency to conduct research, talk to users and stakeholders, synthesize collected data, and make findings and recommendations Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.
12.	Requesting Roles	Requesting Agency will manage the scope described above and perform any work to assist with the scope, including identifying stakeholders, scheduling meetings, and task management. Requesting Agency will also provide documentation as needed, facilities and equipment, and establish appropriate lines of responsibility and access to key contractors and vendors. Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.
13.	Servicing Roles	Please see Form 7600A, Attachment 1 - Additional Clauses and Attachment A, Statement of Work
14.	Restrictions	n/a
15.	Assisted Acquisition Small Business Credit Clause	The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.
16.	Disputes	Disputes related to this GT&C and any related Orders shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 5; Intragovernmental Transaction (IGT) Guide, at http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html
17.	Requesting Assisted Acquisitions	n/a
18.	Servicing Assisted Acquisitions	n/a

19.	Requesting Clauses	see Form 7600A, Attachment 1 - Additional Clauses and Attachment A Statement of Work	
20.	Servicing Clauses	see Form 7600A, Attachment 1 - Additional Clauses and Attachment A Statement of Work	
21.	Agency Additional Information	Requesting Agency (Buyer)	Servicing Agency (Seller)
		ADDRESS: One Columbus Circle, NE Washington, DC 20544	ADDRESS: 1800F St NW Washington DC 20405

MODIFY GT&C

22.	Modification Date (yyyy/mm/dd): 2021-08-27 2021-11-03	
	<p>Brief explanation required for modifying this GT&C prior to the original End Date: Block 4: Period of performance end date extended from Dec. 31st 2021 to Feb. 1st 2022. Blocks 1,9,&21: The purpose of this modification is to increase the agreement ceiling to \$1,443,300.00. The ALC has also been updated and agency addresses added.</p>	

CLOSE GT&C

23.	Closing Date (yyyy/mm/dd):	
	Brief explanation required for closing this GT&C:	

REJECT GT&C

24.	Rejection Date (yyyy/mm/dd):	
	Brief explanation required for rejecting this GT&C:	

PREPARER INFORMATION

25.	* Preparer Name	Molly McIntyre
	* Preparer Phone	202-431-3588
	* Preparer E-mail	molly.mcintyre@gsa.gov

AGREEMENT APPROVALS

By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s).

		Requesting Initial Approval (required)	Servicing Initial Approval (required)
26.	* Approver's Name	see block 27	see block 27
	* Signature		
	Title		
	* E-mail		
	* Phone		
	Fax		
	* Date (yyyy/mm/dd)		
		Requesting Final Approval (required)	Servicing Final Approval (required)
27.	* Approver's Name	Manish Patel	Sonny Hashmi

General Terms and Conditions (GT&C) Number: _____

* Signature	(b) (6)	(b) (6)
Title	Contracting Officer	FAS Commissioner
* E-mail	manish.patel@ao.uscourts.gov	sonny.hashmi@gsa.gov
* Phone		
Fax		
* Date (yyyy/mm/dd)		9/12/2021

UNITED STATES GOVERNMENT
ORDER FORM
FS FORM 7600B



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

<https://www.fiscal.treasury.gov/g-invoice/>

G-Invoicing Required Fields have an (*)

NEW OR MODIFIED ORDER			
1.	*Order Number	Order Number: 0001	
		Modification Number:	
		Order Status:	
2.	*General Terms & Conditions (GT&C) Number (Associated with this Order):		
3.	*Order Date (yyyy-mm-dd):	2020-11-23	
PARTNER INFORMATION			
4.	*Assisted Acquisition Indicator	No	
5.	*Period of Performance	Start Date (yyyy-mm-dd): date of final	End Date (yyyy-mm-dd): 1 yr from date
		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)	00005697	47000016
7.	*Agency Name	Administrative Office of the Courts	General Services Administration
8.	Group Name	Department of Program Services	General Services Administration, FAS, TTS, Office of Clients and Markets. 18F
9.	Group Description		476420
10.	Cost Center		Tech Transformation 18F
11.	Business Unit		
12.	Department ID		
13.	Order Tracking Number	18FAOC210001	18FAOC210001
14.	Unique Entity Identifier (UEI)	052590049	08-044-1469
15.	Funding Office Code (Buyer Only)		
16.	Funding Agency Code (Buyer Only)		
17.	Comments		
AUTHORITY INFORMATION			
18.	*Statutory Authority Fund Type Code	Select One: Other Authority	
19.	Statutory Authority Fund Type Title	Acquisitions Services Fund	
20.	Statutory Authority Fund Type Citation	40 U.S.C. 321, 40 U.S.C. 502	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
21.	Program Authority Title		

22.	Program Authority Citation	
ADVANCE INFORMATION (Required by Serving Agency if there is an advance.)		
23.	Advance Revenue Recognition Methodology	Select One:
24.	Advance Revenue Recognition Description (required if "Other")	
25.	Advance Payment Authority Title	
26.	Advance Payment Authority Citation	
27.	Total Advance Amount	
28.	Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]	
29.	Total Modified Advance Amount	
DELIVERY INFORMATION (Requesting Agency completes this section.)		
30.	*FOB Point	Select One: Source/Origin
31.	Constructive Receipt Days	(Calendar Days) *Required if Destination/Other is checked on line 30.
32.	Acceptance Point	Select One:
33.	Place of Acceptance	
34.	Inspection Point	Select One:
35.	Place of Inspection	
ORDER BILLING (Servicing Agency completes.)		
36.	*Billing Frequency	Select One: MONTHLY
37.	Billing Frequency Explanation	30 days to allow for the payment of invoices
ORDER BILLING (Requesting Agency completes.)		
38.	Priority Order Indicator	
39.	Capital Planning and Investment Control (CPIC)	
40.	Total Advance Order Amount	
41.	Net Order Amount	
42.	Total Modified Order Amount	
43.	Total Order Amount	

LINE ITEMS (Additional Lines/Schedules may be added using the + button after Block 115)		
44.	*Line Number	1
45.	Order Line Status	
46.	*Item Code	9999
47.	*Item Description	Miscellaneous Item-Consultation Services/Support
48.	*Line Costs Unit of Measure (UOM)	DOL
49.	*Unit of Measure (UOM)	USD Dollars

	Description	
50.	Total Line Costs	\$1,003,254.00
51.	Line Cost Funding Change for this Modification [Addition (+) or Reduction (-)]	
52.	Total Modified Line Costs	
53.	Order Line Advance Amount	
54.	Order Line Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]	
55.	Total Modified Order Line Advance Amount	
56.	Product/Service Identifier	
57.	*Capitalized Asset Indicator	NO
58.	Item UID Required Indicator	
59.	*Type of Service Requirements	SEVERABLE

SCHEDULE SUMMARY (Additional Lines/Schedules may be added using the + button after Block 115)

60.	*Schedule Number	0001
61.	Advance Pay Indicator	
62.	*Cancel Status (schedule)	ACTIVE
63.	*Schedule Unit Cost/Price	\$1,003,254.00
64.	*Schedule Unit Cost/Price Funding Change for this Modification [Addition (+) or Reduction (-)]	
65.	*Total Modification Schedule Unit Cost/Price	
66.	*Order Schedule Quantity	1
67.	*Order Schedule Quantity Change for this Modification [Addition (+) or Reduction (-)]	
68.	*Net Modification Order Schedule Quantity	
69.	Order Schedule Amount	
70.	Order Schedule Amount Funding Change for this Modification [Addition (+) or Reduction (-)]	
71.	Total Modified Order Schedule Amount	

SCHEDULE FUNDING INFORMATION

72.	*Agency TAS	Requesting Agency (Buyer)							Servicing Agency (Seller)								
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
				(b) (5)			■	■				■				■	■

73.	*Agency Business Event Type Code (BETC)	DISB	COLL
74.	Object Class Code		
75.	Additional Accounting Classification		(b) (5)
76.	*Description of Products and/or Services, including Bona Fide Need for this order. (Buyer only)	See Attachment A, Statement of Work	

SLOA INFORMATION (*To capture Agency Internal Accounting)

		Requesting Agency (Buyer)	Servicing Agency (Seller)
77.	Accounting Classification Reference Number		
78.	Reimbursable Flag		
79.	Federal Award Identifier Number (FAIN)		
80.	Unique Record Identifier (URI)		
81.	Activity Address (AAC)		
82.	Budget Line Item		
83.	Budget Fiscal Year	NOYR	NOYR
84.	Security Cooperation (FMS)		
85.	Security Cooperation Implementing Agency Code		
86.	Security Cooperation Case Line Item Identifier		
87.	Sub-Allocation		
88.	Agency Accounting Identifier		
89.	Funding Center Identifier		
90.	Cost Center Identifier		
91.	Project Identifier		
92.	Activity Identifier		
93.	Disbursing Identifier		
94.	Cost Element Code		
95.	Work Order Number		
96.	Functional Area		
97.	Agency Security Cooperation Case Designator		
98.	Parent Award Identifier (PAID)		
99.	Procurement Instrument Identifier (PIID)		

SCHEDULE SHIPPING INFORMATION

100.	Ship To Address Identifier	
101.	Ship To Agency Title	
102.	Address 1	

103.	Address 2		
104.	Address 3		
105.	Ship To City		
106.	Ship To Postal Code		
107.	Ship To State	District of Columbia	
108.	Ship To Country Code		
109.	Ship To Location Description		
110.	Delivery/Shipping Information for Product Special Shipping Information		
111.	Delivery/Shipping POC Name		
112.	Delivery/Shipping Information for Product POC Title		
113.	Delivery/Shipping Information for Product POC E-mail Address		
114.	Delivery/Shipping Information for Product POC Telephone Number		
115.	Agency Additional Information	Requesting Agency (Buyer)	Servicing Agency (Seller)
		Finance POC: Arzu Durrani arzu_durrani@ao.uscourts.gov Billing POC: Stephanie O'Banion Stephanie_OBanion@ca8.uscourts.gov Additional POC: Leeann Yufanyi Leeann_Yufanyi@ao.uscourts.gov Additional POC: Jason Edwards Jason_Edwards@ao.uscourts.gov	

MODIFY ORDER

116.	Modification Date (yyyy-mm-dd):
117.	Brief explanation why order has been modified:

CLOSE ORDER

118.	Closing Date (yyyy-mm-dd):
119.	Brief explanation required for closing this order prior to the original End Date resulting in early termination:

REJECT ORDER

120.	Rejection Date (yyyy-mm-dd):
121.	Brief explanation required for rejecting this order prior to the original End Date resulting in early termination:

	Requesting Agency (Buyer)	Servicing Agency (Seller)
122.	*Agency POC Name	Stephanie O'Banion
	*Agency POC E-mail	leah.gitter@gsa.gov
	*Agency POC Phone No.	202-531-8702
	Agency POC Fax No.	

AGREEMENT APPROVALS**FUNDING OFFICIAL**

The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency (Buyer)	Servicing Agency (Seller)
123.	*Funding Official Name	Manish Patel
	*Signature	(b) (6)
	Funding Official Title	Contracting Officer
	*Funding Official E-mail	manish_patel@ao.uscourts.gov
	*Funding Official Phone No.	202-502-3258
	Funding Official Fax No.	
	*Funding Official Date Signed (yyyy-mm-dd)	2020-11-30

PROGRAM OFFICIAL

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency (Buyer)	Servicing Agency (Seller)
124.	*Program Official Name	Mary Louise Mitterhoff
	*Signature	(b) (6)

	Program Official Title	Associate Director	Assistant Commissioner, TTS, Office of Clients and Markets
	*Program Official E-mail	mary_louise_mitterhoff@ao.uscourts.gov	harry.f.lee@gsa.gov
	*Program Official Phone No.		
	Program Official Fax No.		
	*Program Official Date Signed (yyyy-mm-dd)		12/1/2020

AGENCY PREPARER INFORMATION

Requesting Agency (Buyer)

125.	*Name	Stephanie O'Banion
	*Phone No.	202-502-3191
	*E-mail Address	stephanie_obanion@ca8.uscourts.gov

EDMS Tracking #: _____

Package Type: IAA

Package/Plan Title: 18F /AOC / Modernization PA + E&I

Requesting Agency: Administrative Office of the U.S. Courts

Requesting Agency Branch/Section: Department of Program Svcs

Requesting Agency Tracking #: _____

Order # 0001 Modification # 0000

Servicing Agency: General Services Administration

Servicing Agency Branch/Section: Technology Transformation Services

Servicing Agency Tracking #: 18FAOC210001

Order # 0001 Modification # 0000

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), Chief Information Officers (CIOs) are required to perform a vital role in agency information technology (IT) decisions, including annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

In implementing this requirement, CIO 2101.1, GSA Enterprise Information Technology Management (ITM) Policy requires the GSA CIO (or his delegate in the case of non-major IT investments as defined in FITARA) to review and approve all contracts or other agreements for IT or IT services where GSA is responsible for managing, hosting, or funding the work, to include contracts or agreements with external organizations or on their behalf that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA CIO has reviewed and approved the above-referenced contract or other agreement for IT or IT services.

(b) (6)

11/20/2020, Chief Information Officer

General Services Administration

UNITED STATES GOVERNMENT

ORDER FORM

FS FORM 7600B

Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the FS Form 7600B are denoted with an (*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

<https://www.fiscal.treasury.gov/g-invoice/>

NEW OR MODIFIED ORDER

1.	Order Number	G Order Number: 0001	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
		* Order Tracking Number 18FAOC210001	* Order Tracking Number 18FAOC210001-0001-0001
		G Modification Number: 0001	
		G Order Status:	
2.	G General Terms & Conditions (GT&C) Number (Associated with this Order):		
3.	*Order Date (yyyy-mm-dd):	2021-08-13	

PARTNER INFORMATION

4.	*Assisted Acquisition Indicator	No	
		Original Base/Current Modification	New/Proposed Modification
5.	*Period of Performance	Start Date (yyyy-mm-dd): 2020-12-02	Start Date (yyyy-mm-dd): 2020-12-02
		End Date (yyyy-mm-dd): 2021-12-01	End Date (yyyy-mm-dd): 2021-12-01
		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)	10025697	47000016
7.	*Agency Name	Administrative Office of the Courts	General Services Administration
8.	*Group Name	Department of Program Services	General Services Administration, FAS, TTS, Office of Clients and Markets. 18F
9.	G Group Description		476420
10.	Cost Center		Tech Transformation 18F
11.	Business Unit		
12.	Department ID		
13.	Unique Entity Identifier (UEI)	052590049	08-044-1469
14.	Funding Office Code (Buyer Only)		
15.	Funding Agency Code (Buyer Only)		

16.	Comments	ADDRESS: One Columbus Circle, NE Washington, DC 20544	ADDRESS: 1800F St NW Washington DC 20405
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AUTHORITY INFORMATION

17.	*Statutory Authority Fund Type Code	Select One: Other Authority				
18.	Statutory Authority Fund Type Title	Acquisition Services Fund				
19.	Statutory Authority Fund Type Citation	40 U.S.C. 321, 40 U.S.C. 502				
20.	Program Authority Title	<table border="1"> <tr> <th>Requesting Agency (Buyer)</th> <th>Servicing Agency (Seller)</th> </tr> <tr> <td></td> <td>Acquisition Services Fund</td> </tr> </table>	Requesting Agency (Buyer)	Servicing Agency (Seller)		Acquisition Services Fund
Requesting Agency (Buyer)	Servicing Agency (Seller)					
	Acquisition Services Fund					
21.	Program Authority Citation	40 U.S.C. 321, 40 U.S.C. 502				

ADVANCE INFORMATION (Required by Servicing Agency if there is an advance.)

22.	Advance Revenue Recognition Methodology	Select One:				
23.	Advance Revenue Recognition Description (required if "Other")					
24.	Advance Payment Authority Title					
25.	Advance Payment Authority Citation					
26.	Total Advance Amount	<table border="1"> <tr> <th>Original Base/Current Modification Total</th> <th>New/Proposed Modification Total</th> </tr> <tr> <td>\$0.00</td> <td>\$0.00</td> </tr> </table>	Original Base/Current Modification Total	New/Proposed Modification Total	\$0.00	\$0.00
Original Base/Current Modification Total	New/Proposed Modification Total					
\$0.00	\$0.00					
27.	Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]					
28.	Total Modified Advance Amount					

DELIVERY INFORMATION (Requesting Agency completes.)

29.	*FOB Point	Select One: Source/Origin
30.	Constructive Receipt Days	(Calendar Days) *Required if Destination/Other is checked on line 29.
31.	Acceptance Point	Select One:
32.	Place of Acceptance	
33.	Inspection Point	Select One:
34.	Place of Inspection	

ORDER BILLING (Servicing Agency completes.)

35.	*Billing Frequency	Select One: MONTHLY
36.	Billing Frequency Explanation	30 days to allow for the payment of invoices

ORDER BILLING (Requesting Agency completes.)

37.	Priority Order Indicator	
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38.	Capital Planning and Investment Control (CPIC)		
		Original Base/Current Modification Total	New/Proposed Modification Total
39.	*Total Order Amount	\$1,003,254.00	\$1,443,300.00
40.	Total Modification Amount		\$440,046.00
41.	Total Modified Order Amount		\$1,443,300.00
42.	Total Modified Advance Order Amount		
43.	Net Order Amount	\$1,003,254.00	\$1,443,300.00

LINE ITEMS (Additional Lines/Schedules may be added using the + button after Block 116)

		Original Base/Current Modification Total	New/Proposed Modification Total
44.	*Line Number	1	1
45.	^G Order Line Status		
46.	^G Item Code	9999	9999
47.	*Item Description	Miscellaneous Item-Consultation Service/Support	Miscellaneous Item-Consultation Service/Support
48.	*Line Costs Unit of Measure (UOM)	DOL	DOL
49.	*Unit of Measure Description	USD Dollars	USD Dollars
50.	Total Line Costs	\$1,003,254.00	\$1,443,300.00
51.	Line Cost Funding Change for this Modification [Addition (+) or Reduction (-)]		\$440,046.00
52.	Total Modified Line Costs		\$1,443,300.00
53.	Order Line Advance Amount	\$0.00	\$0.00
54.	Order Line Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		\$0.00
55.	Total Modified Order Line Advance Amount		\$0.00
56.	Product/Service Identifier		
57.	*Capitalized Asset Indicator (Servicing Agency Only)	False	
58.	Item UID Required Indicator		
59.	*Type of Service Requirements	SEVERABLE	

SCHEDULE SUMMARY (Additional Lines/Schedules may be added using the + button after Block 116)

		Original Base/Current Modification Total	New/Proposed Modification Total
60.	*Schedule Number	0001	0001
61.	Advance Payment Indicator		
62.	*Cancel Status (Schedule)	ACTIVE	ACTIVE
63.	*Schedule Unit Cost/Price	\$1,003,254.00	\$1,443,300.00

64.	Schedule Unit Cost/Price Funding Change for this Modification [Addition (+) or Reduction (-)]		\$440,046.00
65.	Total Modification Schedule Unit Cost/Price		\$1,443,300.00
66.	*Order Schedule Quantity	1	1
67.	Order Schedule Quantity Change for this Modification [Addition (+) or Reduction (-)]		0
68.	Net Modification Order Schedule Quantity		1
69.	Order Schedule Amount	\$1,003,254.00	\$1,443,300.00
70.	Order Schedule Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		\$440,046.00
71.	Total Modified Order Schedule Amount	\$1,003,254.00	\$1,443,300.00

SCHEDULE FUNDING INFORMATION

72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)							Servicing Agency (Seller)								
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
				(b) (5)			(b) (5)					(b) (5)					
73.	*Agency Business Event Type Code (BETC)	DISB							COLL								
74.	Object Class Code																
75.	Additional Accounting Classification	no year funds							(b) (5)								
76.	*Bona Fide Need (Requesting Agency Only)	See Attachment A, Statement of Work															

STANDARD LINE OF ACCOUNTING (SLOA) INFORMATION (Accounting Flex Field Values)

*To capture Agency Internal Accounting

77.	Accounting Classification Reference Number	Requesting Agency (Buyer)								Servicing Agency (Seller)							
78.	Reimbursable Flag																
79.	Federal Award Identifier Number (FAIN)																
80.	Unique Record Identifier (URI)																
81.	Activity Address Code																
82.	Budget Line Item																
83.	Budget Fiscal Year	NOYR								NOYR							
84.	Security Cooperation																

85.	Security Cooperation Implementation Agency		
86.	Security Cooperation Case Designator		
87.	Security Cooperation Case Line Item Identifier		
88.	Sub-Allocation		
89.	Agency Accounting Identifier		
90.	Funding Center Identifier		
91.	Cost Center Identifier		
92.	Project Identifier		
93.	Activity Identifier		
94.	Disbursing Identifier		
95.	Cost Element Code		
96.	Work Order Number		
97.	Functional Area		
98.	Agency Security Cooperation Case Designator		
99.	Parent Award Identifier (PAID)		
100.	Procurement Instrument Identifier (PIID)		

SCHEDULE SHIPPING INFORMATION

101.	Ship To Address Identifier	
102.	Ship To Agency Title	
103.	Address 1	
104.	Address 2	
105.	Address 3	
106.	Ship To City	
107.	Ship To Postal Code	
108.	Ship To State	District of Columbia
109.	Ship To Country Code	
110.	Ship To Location Description	
111.	Delivery/Shipping Information for Product Special Shipping Information	
112.	Delivery/Shipping POC Name	
113.	Delivery/Shipping Information for Product POC Title	
114.	Delivery/Shipping Information for Product POC E-mail Address	
115.	Delivery/Shipping Information for Product POC Telephone Number	

		Requesting Agency (Buyer)	Servicing Agency (Seller)
116.	Agency Additional Information	Finance POC: Azuri Durrani Arzu_Durrani@ao.uscourts.gov Billing POC: Dwight "Mark" Holmes Dwight_Holmes@ao.uscourts.gov Additional POC: Leeann Yufanyi Leeann_Yufanyi@ao.uscourts.gov Additional POC: Jason Edwards Jason_Edwards@ao.uscourts.gov	Finance POC: Jackie Xu, Director, TTS-Operations, 18F-finance-CS@gsa.gov Additional POC: Molly McIntyre, Agreements Lead, molly.mcintyre@gsa.gov

Click the + to Add additional Line Items and Schedules, click the - to remove Line Items.

MODIFY ORDER

117.	Modification Date (yyyy-mm-dd): Aug 13, 2021
118.	Brief explanation why Order has been modified: Blocks 39-43, 50-52, 63-71: The purpose of this modification is to add funding in the amount of \$440,046.00, for a new total order amount of \$1,443,300.00, to continue work on the engagement with 18F through the current period contemplated in the existing IAA, which expires 12/1/2021. Blocks 6,16: The ALC has been updated and agency addresses added.

CLOSE ORDER

119.	Closing Date (yyyy-mm-dd):
120.	Brief explanation required for closing this Order prior to the original End Date resulting in early termination:

REJECT ORDER

121.	Rejection Date (yyyy-mm-dd):
122.	Brief explanation required for rejecting this Order prior to the original End Date resulting in early termination:

AGENCY POINT OF CONTACTS (POC)

		Requesting Agency (Buyer)	Servicing Agency (Seller)
123.	*Agency POC Name	Sean Marlaire	Glenn Grieves
	*Agency POC E-mail	Sean_Marlaire@ao.uscourts.gov	glenn.grieves@gsa.gov
	*Agency POC Phone No.		
	Agency POC Fax No.		

AGREEMENT APPROVALS

FUNDING OFFICIAL

The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

		Requesting Agency (Buyer)	Servicing Agency (Seller)
	*Funding Official Name	Manish Patel	Alexandria Houston or Tanaa Logan
	*Signature	(b) (6)	(b) (6)
	Funding Official Title	Contracting Officer	Analyst
124.	*Funding Official E-mail	manish_patel@ao.uscourts.gov	tts.acceptances@gsa.gov
	*Funding Official Phone No.		
	Funding Official Fax No.		
	*Funding Official Date Signed (yyyy-mm-dd)		9/29/2021

PROGRAM OFFICIAL

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

		Requesting Agency (Buyer)	Servicing Agency (Seller)
125.	*Program Official Name	Leeann Yufanyi	Sonny Hashmi
	*Signature	(b) (6)	(b) (6)
	Program Official Title	Acting Associate Director	
	*Program Official E-mail	Leeann_Yufanyi@ao.uscourts.gov	sonny.hashmi@gsa.gov
	*Program Official Phone No.		
	Program Official Fax No.		
	*Program Official Date Signed (yyyy-mm-dd)		9/24/2021

AGENCY PREPARER INFORMATION

Requesting Agency (Buyer)		
126.	*Name	Dwight "Mark" Holmes
	*Phone No.	202-502-2854
	*E-mail Address	Dwight_Holmes@ao.uscourts.gov

EDMS Tracking #: _____

Package Type: IAA

Package/Plan Title: 18F / AOC / Modernization PA + E&I mod 1

Requesting Agency: Administrative Office of the US Courts

Requesting Agency Branch/Section: Department of Program Services

Requesting Agency Tracking #: 18FAOC210001

Order # 0001 Modification # 0001

Servicing Agency: General Services Administration

Servicing Agency Branch/Section: FAS/TTS/Clients&Markets/18F

Servicing Agency Tracking #: 18FAOC210001

Order # 0001 Modification # 0001

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), Chief Information Officers (CIOs) are required to perform a vital role in agency information technology (IT) decisions, including annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

In implementing this requirement, CIO 2101.1, GSA Enterprise Information Technology Management (ITM) Policy requires the GSA CIO (or his delegate in the case of non-major IT investments as defined in FITARA) to review and approve all contracts or other agreements for IT or IT services where GSA is responsible for managing, hosting, or funding the work, to include contracts or agreements with external organizations or on their behalf that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA CIO has reviewed and approved the above-referenced contract or other agreement for IT or IT services.

(b) (6)

8/27/2021

_____, Chief Information Officer

General Services Administration

UNITED STATES GOVERNMENT

ORDER FORM

FS FORM 7600B

Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the FS Form 7600B are denoted with an (*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

<https://www.fiscal.treasury.gov/g-invoice/>

NEW OR MODIFIED ORDER

1.	Order Number	G Order Number: 0001	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
		* Order Tracking Number 18FAOC210001	* Order Tracking Number 18FAOC210001-0001-0002
		G Modification Number: 0002	
		G Order Status:	
2.	G General Terms & Conditions (GT&C) Number (Associated with this Order):		
3.	*Order Date (yyyy-mm-dd):	2021-08-13	

PARTNER INFORMATION

4.	*Assisted Acquisition Indicator	No	
		Original Base/Current Modification	New/Proposed Modification
5.	*Period of Performance	Start Date (yyyy-mm-dd): 2020-12-02	Start Date (yyyy-mm-dd): 2020-12-02
		End Date (yyyy-mm-dd): 2021-12-01	End Date (yyyy-mm-dd): 2022-02-01
		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)	10025697	47000016
7.	*Agency Name	Administrative Office of the Courts	General Services Administration
8.	*Group Name	Department of Program Services	General Services Administration, FAS, TTS, Office of Clients and Markets. 18F
9.	G Group Description		476420
10.	Cost Center		Tech Transformation 18F
11.	Business Unit		
12.	Department ID		
13.	Unique Entity Identifier (UEI)	052590049	08-044-1469
14.	Funding Office Code (Buyer Only)		
15.	Funding Agency Code (Buyer Only)		

16.	Comments	ADDRESS: One Columbus Circle, NE Washington, DC 20544	ADDRESS: 1800F St NW Washington DC 20405
-----	----------	---	--

AUTHORITY INFORMATION

17.	*Statutory Authority Fund Type Code	Select One: Other Authority				
18.	Statutory Authority Fund Type Title	Acquisition Services Fund				
19.	Statutory Authority Fund Type Citation	40 U.S.C. 321, 40 U.S.C. 502				
		<table border="1"> <tr> <th>Requesting Agency (Buyer)</th> <th>Servicing Agency (Seller)</th> </tr> <tr> <td></td> <td>Acquisition Services Fund</td> </tr> </table>	Requesting Agency (Buyer)	Servicing Agency (Seller)		Acquisition Services Fund
Requesting Agency (Buyer)	Servicing Agency (Seller)					
	Acquisition Services Fund					
20.	Program Authority Title					
21.	Program Authority Citation	40 U.S.C. 321, 40 U.S.C. 502				

ADVANCE INFORMATION (Required by Servicing Agency if there is an advance.)

22.	Advance Revenue Recognition Methodology	Select One:				
23.	Advance Revenue Recognition Description (required if "Other")					
24.	Advance Payment Authority Title					
25.	Advance Payment Authority Citation					
		<table border="1"> <tr> <th>Original Base/Current Modification Total</th> <th>New/Proposed Modification Total</th> </tr> <tr> <td>\$0.00</td> <td>\$0.00</td> </tr> </table>	Original Base/Current Modification Total	New/Proposed Modification Total	\$0.00	\$0.00
Original Base/Current Modification Total	New/Proposed Modification Total					
\$0.00	\$0.00					
26.	Total Advance Amount					
27.	Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]					
28.	Total Modified Advance Amount					

DELIVERY INFORMATION (Requesting Agency completes.)

29.	*FOB Point	Select One: Source/Origin
30.	Constructive Receipt Days	(Calendar Days) *Required if Destination/Other is checked on line 29.
31.	Acceptance Point	Select One:
32.	Place of Acceptance	
33.	Inspection Point	Select One:
34.	Place of Inspection	

ORDER BILLING (Servicing Agency completes.)

35.	*Billing Frequency	Select One: MONTHLY
36.	Billing Frequency Explanation	30 days to allow for the payment of invoices

ORDER BILLING (Requesting Agency completes.)

37.	Priority Order Indicator	
-----	--------------------------	--

38.	Capital Planning and Investment Control (CPIC)		
		Original Base/Current Modification Total	New/Proposed Modification Total
39.	*Total Order Amount	\$1,443,300.00	
40.	Total Modification Amount		
41.	Total Modified Order Amount		
42.	Total Modified Advance Order Amount		
43.	Net Order Amount	\$1,443,300.00	

LINE ITEMS (Additional Lines/Schedules may be added using the + button after Block 116)

		Original Base/Current Modification Total	New/Proposed Modification Total
44.	*Line Number	1	1
45.	^G Order Line Status		
46.	^G Item Code	9999	9999
47.	*Item Description	Miscellaneous Item-Consultation Service/Support	Miscellaneous Item-Consultation Service/Support
48.	*Line Costs Unit of Measure (UOM)	DOL	DOL
49.	*Unit of Measure Description	USD Dollars	USD Dollars
50.	Total Line Costs	\$1,443,300.00	
51.	Line Cost Funding Change for this Modification [Addition (+) or Reduction (-)]		
52.	Total Modified Line Costs		
53.	Order Line Advance Amount	\$0.00	
54.	Order Line Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		
55.	Total Modified Order Line Advance Amount		
56.	Product/Service Identifier		
57.	*Capitalized Asset Indicator (Servicing Agency Only)	False	
58.	Item UID Required Indicator		
59.	*Type of Service Requirements	SEVERABLE	

SCHEDULE SUMMARY (Additional Lines/Schedules may be added using the + button after Block 116)

		Original Base/Current Modification Total	New/Proposed Modification Total
60.	*Schedule Number	0001	0001
61.	Advance Payment Indicator		
62.	*Cancel Status (Schedule)	ACTIVE	ACTIVE
63.	*Schedule Unit Cost/Price	\$1,443,300.00	

64.	Schedule Unit Cost/Price Funding Change for this Modification [Addition (+) or Reduction (-)]		
65.	Total Modification Schedule Unit Cost/Price		
66.	*Order Schedule Quantity	1	
67.	Order Schedule Quantity Change for this Modification [Addition (+) or Reduction (-)]		
68.	Net Modification Order Schedule Quantity		
69.	Order Schedule Amount	\$1,443,300.00	
70.	Order Schedule Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		
71.	Total Modified Order Schedule Amount	\$1,443,300.00	

SCHEDULE FUNDING INFORMATION

72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)							Servicing Agency (Seller)								
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
				(b) (5)			(b) (5)					(b) (5)			(b) (5)		
73.	*Agency Business Event Type Code (BETC)	DISB							COLL								
74.	Object Class Code																
75.	Additional Accounting Classification								(b) (5)								
		no year funds							no year funds								
76.	*Bona Fide Need (Requesting Agency Only)	See Attachment A, Statement of Work															

STANDARD LINE OF ACCOUNTING (SLOA) INFORMATION (Accounting Flex Field Values)

*To capture Agency Internal Accounting

77.	Accounting Classification Reference Number	Requesting Agency (Buyer)								Servicing Agency (Seller)							
78.	Reimbursable Flag																
79.	Federal Award Identifier Number (FAIN)																
80.	Unique Record Identifier (URI)																
81.	Activity Address Code																
82.	Budget Line Item																
83.	Budget Fiscal Year	NOYR								NOYR							
84.	Security Cooperation																

85.	Security Cooperation Implementation Agency		
86.	Security Cooperation Case Designator		
87.	Security Cooperation Case Line Item Identifier		
88.	Sub-Allocation		
89.	Agency Accounting Identifier		
90.	Funding Center Identifier		
91.	Cost Center Identifier		
92.	Project Identifier		
93.	Activity Identifier		
94.	Disbursing Identifier		
95.	Cost Element Code		
96.	Work Order Number		
97.	Functional Area		
98.	Agency Security Cooperation Case Designator		
99.	Parent Award Identifier (PAID)		
100.	Procurement Instrument Identifier (PIID)		

SCHEDULE SHIPPING INFORMATION

101.	Ship To Address Identifier	
102.	Ship To Agency Title	
103.	Address 1	
104.	Address 2	
105.	Address 3	
106.	Ship To City	
107.	Ship To Postal Code	
108.	Ship To State	District of Columbia
109.	Ship To Country Code	
110.	Ship To Location Description	
111.	Delivery/Shipping Information for Product Special Shipping Information	
112.	Delivery/Shipping POC Name	
113.	Delivery/Shipping Information for Product POC Title	
114.	Delivery/Shipping Information for Product POC E-mail Address	
115.	Delivery/Shipping Information for Product POC Telephone Number	

		Requesting Agency (Buyer)	Servicing Agency (Seller)
116.	Agency Additional Information	Finance POC: Azuri Durrani Arzu_Durrani@ao.uscourts.gov Billing POC: Dugitt Mark Holmes Dugitt_Holmes@ao.uscourts.gov Additional POC: Libby Smith Libby_Smith@ao.uscourts.gov Additional POC: Jason Edwards Jason_Edwards@ao.uscourts.gov	Finance POC: Jackie Xu, Director, TTS-Operations, 18F-finance-CS@gsa.gov Additional POC: Molly McIntyre, Agreements Lead, molly.mcintyre@gsa.gov

Click the + to Add additional Line Items and Schedules, click the - to remove Line Items.

MODIFY ORDER

117.	Modification Date (yyyy-mm-dd): Aug 13, 2021
118.	Brief explanation of why Order has been modified: from 2021-12-01 to 2022-02-01 Blocks 39-43, 50-52, 63-71: The purpose of this modification is to add funding in the amount of \$440,046.00 a new total order amount of \$1,443,300.00, to continue work on the engagement with 18F through the current period contemplated in the existing IAA, which expires 12/1/2021. Blocks 6,16: The ALC has been updated and agency addresses added.

CLOSE ORDER

119.	Closing Date (yyyy-mm-dd):
120.	Brief explanation required for closing this Order prior to the original End Date resulting in early termination:

REJECT ORDER

121.	Rejection Date (yyyy-mm-dd):
122.	Brief explanation required for rejecting this Order prior to the original End Date resulting in early termination:

AGENCY POINT OF CONTACTS (POC)

		Requesting Agency (Buyer)	Servicing Agency (Seller)
123.	*Agency POC Name	Sean Marlaire	Glenn Grieves
	*Agency POC E-mail	Sean_Marlaire@ao.uscourts.gov	glenn.grieves@gsa.gov
	*Agency POC Phone No.	202-502-3522	
	Agency POC Fax No.		

AGREEMENT APPROVALS

FUNDING OFFICIAL

The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

		Requesting Agency (Buyer)	Servicing Agency (Seller)
	*Funding Official Name	Manish Patel	Alexandria Houston or Tanaa Logan
	*Signature	(b) (6)	(b) (6)
	Funding Official Title	Contracting Officer	Financial Management Analyst
124.	*Funding Official E-mail	manish_patel@ao.uscourts.gov	tts.acceptances@gsa.gov
	*Funding Official Phone No.	202-502-3258	
	Funding Official Fax No.		
	*Funding Official Date Signed (yyyy-mm-dd)		11/18/2021

PROGRAM OFFICIAL

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency (Buyer)	Servicing Agency (Seller)
125.	*Program Official Name Leeann Yufanyi Libby Smith	Sonny Hashmi
	*Signature (b) (6) Signed by Leeann Yufani 11.09.23 16:30:16 -0400	(b) (6)
	Program Official Title Acting Associate Director Associate Director	FAS Commissioner
	*Program Official E-mail Leeann_Yufanyi@ao.uscourts.gov Libby_Smith@ao.uscourts.gov	sonny.hashmi@gsa.gov
	*Program Official Phone No. 202-502-3500	
	Program Official Fax No.	
	*Program Official Date Signed (yyyy-mm-dd) 11-15-21	9/24/2021 11/17/2021

AGENCY PREPARER INFORMATION

	Requesting Agency (Buyer)
126.	*Name Dwight "Mark" Holmes Dustin Rowe
	*Phone No. 202-502-2854 202-502-3858
	*E-mail Address Dwight_Holmes@ao.uscourts.gov Dustin_Rowe@ao.uscourts.gov

UNITED STATES GOVERNMENT

ORDER FORM

FS FORM 7600B



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the FS Form 7600B are denoted with an (*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

<https://www.fiscal.treasury.gov/g-invoice/>

NEW OR MODIFIED ORDER

1.	Order Number	G Order Number: 0001	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
		* Order Tracking Number 18FAOC210001	* Order Tracking Number 18FAOC210001-0001-0003
		G Modification Number: 0003	
		G Order Status:	
2.	G General Terms & Conditions (GT&C) Number (Associated with this Order):		
3.	*Order Date (yyyy-mm-dd):	2021-08-13	

PARTNER INFORMATION

4.	*Assisted Acquisition Indicator	No	
		Original Base/Current Modification	New/Proposed Modification
5.	*Period of Performance	Start Date (yyyy-mm-dd): 2020-12-02	Start Date (yyyy-mm-dd): 2020-12-02
		End Date (yyyy-mm-dd): 2021-12-01	End Date (yyyy-mm-dd): 2022-02-01
		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)	10025697	47000016
7.	*Agency Name	Administrative Office of the Courts	General Services Administration
8.	*Group Name	Department of Program Services	General Services Administration, FAS, TTS, Office of Clients and Markets. 18F
9.	G Group Description		476420
10.	Cost Center		Tech Transformation 18F
11.	Business Unit		
12.	Department ID		
13.	Unique Entity Identifier (UEI)	052590049	08-044-1469
14.	Funding Office Code (Buyer Only)		
15.	Funding Agency Code (Buyer Only)		

16.	Comments	ADDRESS: One Columbus Circle, NE Washington, DC 20544	ADDRESS: 1800F St NW Washington DC 20405
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AUTHORITY INFORMATION

17.	*Statutory Authority Fund Type Code	Select One: Other Authority
18.	Statutory Authority Fund Type Title	Acquisition Services Fund
19.	Statutory Authority Fund Type Citation	40 U.S.C. 321, 40 U.S.C. 502
20.	Program Authority Title	Requesting Agency (Buyer)
		Servicing Agency (Seller)
21.	Program Authority Citation	40 U.S.C. 321, 40 U.S.C. 502

ADVANCE INFORMATION (Required by Servicing Agency if there is an advance.)

22.	Advance Revenue Recognition Methodology	Select One:
23.	Advance Revenue Recognition Description (required if "Other")	
24.	Advance Payment Authority Title	
25.	Advance Payment Authority Citation	
26.	Total Advance Amount	Original Base/Current Modification Total
		New/Proposed Modification Total
27.	Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]	
28.	Total Modified Advance Amount	

DELIVERY INFORMATION (Requesting Agency completes.)

29.	*FOB Point	Select One: Source/Origin
30.	Constructive Receipt Days	(Calendar Days) *Required if Destination/Other is checked on line 29.
31.	Acceptance Point	Select One:
32.	Place of Acceptance	
33.	Inspection Point	Select One:
34.	Place of Inspection	

ORDER BILLING (Servicing Agency completes.)

35.	*Billing Frequency	Select One: MONTHLY
36.	Billing Frequency Explanation	30 days to allow for the payment of invoices

ORDER BILLING (Requesting Agency completes.)

37.	Priority Order Indicator	
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38.	Capital Planning and Investment Control (CPIC)		
		Original Base/Current Modification Total	New/Proposed Modification Total
39.	*Total Order Amount	\$1,443,300.00	\$1,443,300.00
40.	Total Modification Amount		(\$1,212.75)
41.	Total Modified Order Amount		\$1,442,087.25
42.	Total Modified Advance Order Amount		
43.	Net Order Amount	\$1,443,300.00	\$1,442,087.25

LINE ITEMS (Additional Lines/Schedules may be added using the + button after Block 116)

		Original Base/Current Modification Total	New/Proposed Modification Total
44.	*Line Number	1	1
45.	^G Order Line Status		
46.	^G Item Code	9999	9999
47.	*Item Description	Miscellaneous Item-Consultation Service/Support	Miscellaneous Item-Consultation Service/Support
48.	*Line Costs Unit of Measure (UOM)	DOL	DOL
49.	*Unit of Measure Description	USD Dollars	USD Dollars
50.	Total Line Costs	\$1,003,254.00	\$1,443,300.00
51.	Line Cost Funding Change for this Modification [Addition (+) or Reduction (-)]		(\$1,212.75)
52.	Total Modified Line Costs		\$1,442,087.25
53.	Order Line Advance Amount	\$0.00	\$0.00
54.	Order Line Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		\$0.00
55.	Total Modified Order Line Advance Amount		\$0.00
56.	Product/Service Identifier		
57.	*Capitalized Asset Indicator (Servicing Agency Only)	False	
58.	Item UID Required Indicator		
59.	*Type of Service Requirements	SEVERABLE	

SCHEDULE SUMMARY (Additional Lines/Schedules may be added using the + button after Block 116)

		Original Base/Current Modification Total	New/Proposed Modification Total
60.	*Schedule Number	0001	0001
61.	Advance Payment Indicator		
62.	*Cancel Status (Schedule)	ACTIVE	ACTIVE
63.	*Schedule Unit Cost/Price	\$1,003,254.00	\$1,443,300.00

64.	Schedule Unit Cost/Price Funding Change for this Modification [Addition (+) or Reduction (-)]		(\$1,212.75)
65.	Total Modification Schedule Unit Cost/Price		\$1,442,087.25
66.	*Order Schedule Quantity	1	1
67.	Order Schedule Quantity Change for this Modification [Addition (+) or Reduction (-)]		0
68.	Net Modification Order Schedule Quantity		1
69.	Order Schedule Amount	\$1,003,254.00	\$1,442,087.25
70.	Order Schedule Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		(\$1,212.75)
71.	Total Modified Order Schedule Amount	\$1,003,254.00	\$1,442,087.25

SCHEDULE FUNDING INFORMATION

72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)							Servicing Agency (Seller)								
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
				(b) (5)			█	██				(b) (5)				█	██
73.	*Agency Business Event Type Code (BETC)	DISB							COLL								
74.	Object Class Code																
75.	Additional Accounting Classification								(b) (5)								
		no year funds							no year funds								
76.	*Bona Fide Need (Requesting Agency Only)	See Attachment A, Statement of Work															

STANDARD LINE OF ACCOUNTING (SLOA) INFORMATION (Accounting Flex Field Values)

*To capture Agency Internal Accounting

77.	Accounting Classification Reference Number	Requesting Agency (Buyer)							Servicing Agency (Seller)						
78.	Reimbursable Flag														
79.	Federal Award Identifier Number (FAIN)														
80.	Unique Record Identifier (URI)														
81.	Activity Address Code														
82.	Budget Line Item														
83.	Budget Fiscal Year	NOYR							NOYR						
84.	Security Cooperation														

85.	Security Cooperation Implementation Agency		
86.	Security Cooperation Case Designator		
87.	Security Cooperation Case Line Item Identifier		
88.	Sub-Allocation		
89.	Agency Accounting Identifier		
90.	Funding Center Identifier		
91.	Cost Center Identifier		
92.	Project Identifier		
93.	Activity Identifier		
94.	Disbursing Identifier		
95.	Cost Element Code		
96.	Work Order Number		
97.	Functional Area		
98.	Agency Security Cooperation Case Designator		
99.	Parent Award Identifier (PAID)		
100.	Procurement Instrument Identifier (PIID)		

SCHEDULE SHIPPING INFORMATION

101.	Ship To Address Identifier	
102.	Ship To Agency Title	
103.	Address 1	
104.	Address 2	
105.	Address 3	
106.	Ship To City	
107.	Ship To Postal Code	
108.	Ship To State	District of Columbia
109.	Ship To Country Code	
110.	Ship To Location Description	
111.	Delivery/Shipping Information for Product Special Shipping Information	
112.	Delivery/Shipping POC Name	
113.	Delivery/Shipping Information for Product POC Title	
114.	Delivery/Shipping Information for Product POC E-mail Address	
115.	Delivery/Shipping Information for Product POC Telephone Number	

		Requesting Agency (Buyer)	Servicing Agency (Seller)
116.	Agency Additional Information	Finance POC: Azuri Durrani Arzu_Durrani@ao.uscourts.gov Billing POC: Dustin Rowe Dustin_Rowe@ao.uscourts.gov Additional POC: Libby Smith Libby_Smith@ao.uscourts.gov Additional POC: Jason Edwards Jason_Edwards@ao.uscourts.gov	Finance POC: Jackie Xu, Director, TTS-Operations, 18F-finance-CS@gsa.gov Additional POC: Molly McIntyre, Agreements Lead, molly.mcintyre@gsa.gov

MODIFY ORDER

117.	Modification Date (yyyy-mm-dd): 2022-04-05
118.	Brief explanation why Order has been modified: Blocks 39-43, 50-52, 63-71: The purpose of this modification is to deobligated unspent funds. \$143,300 was obligated on this agreement and \$1,212.75 is being returned the new net amount due is \$1,442,087.25. Work and billing are complete

CLOSE ORDER

119.	Closing Date (yyyy-mm-dd):
120.	Brief explanation required for closing this Order prior to the original End Date resulting in early termination:

REJECT ORDER

121.	Rejection Date (yyyy-mm-dd):
122.	Brief explanation required for rejecting this Order prior to the original End Date resulting in early termination:

AGENCY POINT OF CONTACTS (POC)

	Requesting Agency (Buyer)	Servicing Agency (Seller)
123. *Agency POC Name	Sean Marlaire	Glenn Grieves
*Agency POC E-mail	Sean_Marlaire@ao.uscourts.gov	glenn.grieves@gsa.gov
*Agency POC Phone No.		
Agency POC Fax No.		

AGREEMENT APROVALS**FUNDING OFFICIAL**

The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency (Buyer)	Servicing Agency (Seller)
124. *Funding Official Name	Manish Patel	Alexandria Houston or Tanaa Logan
*Signature		(b) (6)
Funding Official Title	Contracting Officer	Financial Management Analyst
*Funding Official E-mail	manish_patel@ao.uscourts.gov	tts.acceptances@gsa.gov
*Funding Official Phone No.		
Funding Official Fax No.		
*Funding Official Date Signed (yyyy-mm-dd)		

PROGRAM OFFICIAL

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

		Requesting Agency (Buyer)	Servicing Agency (Seller)
125.	*Program Official Name	Leeann Yufanyi	Sonny Hashmi
	*Signature		
	Program Official Title	Acting Associate Director	FAS Commissioner
	*Program Official E-mail	Leeann_Yufanyi@ao.uscourts.gov	sonny.hashmi@gsa.gov
	*Program Official Phone No.		
	Program Official Fax No.		
	*Program Official Date Signed (yyyy-mm-dd)		

AGENCY PREPARER INFORMATION

		Requesting Agency (Buyer)
126.	*Name	Dwight "Mark" Holmes
	*Phone No.	202-502-2854
	*E-mail Address	Dwight_Holmes@ao.uscourts.gov

IAA# : 18FAOC210001

Order#: 0000

**U.S. General Services Administration, Federal Acquisition Service,
Technology Transformation Services, Clients & Markets, 18F
and
Administrative Office of the U.S. Courts, Department of Program Services**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing office is limited to recovery of actual costs. The requesting office and servicing office will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing office POC will notify the requesting office POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing office also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing office agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount listed in Block 9 of the 7600A.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing office shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both offices agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

IAA# : 18FAOC210001

Order#: 0000

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency POC. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency after conducting a final accounting. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication. The servicing agency will obtain permission to discuss aspects of the servicing agency's project for the requesting agency from the requesting agency before publication.

8.0 Design Research

The requesting agency acknowledges the servicing agency's commitment to human-centered design, specifically its practice of design research. Design research broadens perspectives and tests assumptions by actively and systematically engaging with the world.

The requesting agency acknowledges and agrees that:

- A. The servicing agency shall conduct design research as authorized by Executive Order 13571, *Streamlining Service Delivery and Improving Customer Service*, Section 2 (B).
- B. In its conduct of design research, the servicing agency may:
 - i. Interact with federal employees, contractors, and members of the public.
 - ii. Access sensitive information and personally identifiable information.
 - iii. Seek approval for its information collection instruments under the Paperwork Reduction Act of 1995 (PRA). The servicing agency shall collaborate with PRA desk officers at the requesting agency, as appropriate.
- C. The servicing agency shall notify the requesting agency about the nature and scope of its design research studies. The requesting agency is responsible for communicating the nature and scope of design research studies to its labor unions, if applicable.

IAA# : 18FAOC210001

Order#: 0000

- D. The servicing agency has conducted a privacy impact assessment (PIA) for design research to fully identify and mitigate potential privacy risks. The servicing agency's design research PIA is located at: <https://gsa.gov/portal/content/102237>
- E. The servicing agency shall provide access to and transfer ownership of design research-related data on a need-to-know basis in accordance with the principles outlined in its design research PIA.

STATEMENT OF WORK FOR TTS SERVICES TO BE PROVIDED TO THE ADMINISTRATIVE OFFICE OF THE US COURTS

1.0. BACKGROUND

The Office of 18F (18F), through the General Services Administration (GSA) / Technology Transformation Services (TTS), Federal Acquisition Service (FAS), is a team of designers, engineers, product managers, acquisition specialists, and strategists. 18F is a technology consultancy for the government, inside the government, that works with federal agencies to successfully deliver efficient, easy-to-use digital services. 18F works in the open to build systems and assist agencies in modular procurement by focusing on the needs of users through user-centered design while using agile development techniques to move quickly and reduce risk.

The Requesting Agency, for the purposes of this Statement of Work is the Administrative Office of the United States Courts (AO). The AO is the central support entity for the federal judicial branch. It provides a wide range of administrative, legal, financial, management, programmatic, and information technology services to the federal courts. The AO is currently in the process of updating and modernizing the federal judiciary's enterprise Case Management and Electronic Case Files (CM/ECF) system, a project known as "Next Generation CM/ECF" or "NextGen CM/ECF" but has been met with significant challenges in continuous development, implementation and delivery to users. Based on those challenges, the AO now wishes to conduct a current state analysis to inform a roadmap and implementation strategy so that the AO can more quickly and efficiently deliver a high-performance case management and electronic case filing system to the federal courts.

To that end, the AO is engaging 18F in a combined Path Analysis and Experimentation and Iteration (E&I) engagement to conduct a current state analysis and create a roadmap that the AO can begin executing on immediately. In the Path Analysis phase, 18F will review, understand and validate past user research, conduct additional user research as necessary, and explore the current technical and design landscape and limitations of the legacy and NextGen CM/ECF system, including a review of the current technical debt, how the system integrates with other systems and processes, the extent to which the system meets the needs of end users, and other associated challenges. 18F will also review the current development, implementation, and operational support teams, mechanisms, and processes in place such as in-house and vendor teams, contracts for vendor teams, contracting methodologies, etc. Based on the research and analysis, 18F will engage with key end users and stakeholders to begin building a product vision, strategy and roadmap that will enable stakeholders to prioritize decisions around how to progress with the NextGen CM/ECF modernization project.

Following this assessment, 18F will move to an E&I engagement to explore the path(s) forward as recommended for the AO during the initial Path Analysis phase. 18F will use the E&I engagement to begin executing on the defined and prioritized roadmap that lays out options for delivering an effective, functional, scalable, secure and reliable case management and electronic case filing system to users that can be sustained in the long term and easily improved upon in the future. Based on the needs identified in the Path Analysis phase, 18F may continue to conduct additional user research and technical and design analysis during the E&I phase. If necessary, 18F will advise on a procurement strategy that will allow the AO to procure necessary skills and services to deliver on the NextGen CM/ECF project.

During the E&I phase, 18F will also work to identify skill gaps and barriers to skill enablement within the AO and develop a strategy for how to build, maintain, and/or procure necessary skill sets. 18F will focus on prioritized activities that will enable the AO to deliver a more modern and user-friendly case management and electronic case filing system for users.

2.0 APPROACH

For more information on how 18F works, visit our partnership principles (<https://18f.gsa.gov/partnership-principles>).

Learning through iteration

18F takes an agile and user-centered approach to our work. This means that solutions emerge through experimentation and user and stakeholder feedback, not through predetermined requirements. This helps to ensure that our deliverables and recommendations meet the needs of end users. 18F requires a commitment from its partners to work in an agile and user-centered way.

In a combined PA and E&I engagement, 18F typically divides work into short periods of iteration (often two weeks each) called sprints, in which a specific slice of work is established and tested in order to inform the next iteration of tests. This process allows us to learn quickly and to rapidly explore pieces of the solution. This testing and feedback loop can involve direct observation or research, paper or code-based prototyping, and testing and validating features or workflows with users.

User and stakeholder research is a core part of our work. To elicit candid responses and preserve the confidentiality of the people we interview, we do not share unedited interview notes with partners.

Dedicated and empowered project lead

Achieving success on this engagement depends on building a close working relationship between 18F and the AO team. To make that happen, 18F will need to work with an empowered project lead from the AO.

An empowered project lead is someone who understands the AO organization and the problem we are solving, and can advocate for the solution we ultimately work towards together. This person will be responsible for establishing and carrying the long-term vision of the project, implementing a strategy, and guiding its progress, as informed by user research. This person will work closely with the 18F team as a subject matter expert on the AO and will help us jointly navigate the complexities of interoffice and stakeholder relationships.

Validating hypotheses with users during each iteration will also be critical to the learnings and success of the engagement. As such, it is important that the project lead continue to recruit users that 18F can observe and test assumptions with.

A successful project lead should also have:

- **Authority to make decisions:** The project lead removes obstacles and helps the team work as quickly as they can. They make decisions independently and have sufficient authority to make changes large and small to the project without additional review from superiors.

- **Time to work with 18F:** The project lead is just as much a part of the team as designers, researchers, and developers. They should be prepared to spend a majority of their time working on this engagement. Should the work result in the creation of a product (or the development/refinement of an existing product), the project lead will be expected to lead the product team: crafting a product vision and strategy, prioritizing work, evangelizing to stakeholders and users, working with developers and designers, and measuring results.
- **Subject matter expertise:** Public service work is detail-oriented. It is often focused in the niche areas of expertise our team does not have. While we bring technical expertise, the AO's project lead will provide guidance and expertise about the AO's program and users.
- **Advocacy inside their agency:** The project lead can identify senior stakeholders inside the AO and gain their support. Whether we have research results to present, a major milestone to celebrate, or questions for another office in the AO, the project lead is our connection to the relevant people.

User-centered approach

18F always begins by identifying the needs of your organization and the needs of the people you serve. Through a variety of [research methods](#), we then explore how to best meet those needs.

In every engagement, one of the project lead's main responsibilities will be gathering users and putting 18F in touch with them. This should be done as early as possible since the more users the AO has prepared and made available to 18F, the quicker we can begin understanding the best path towards a solution.

In order to elicit candid responses and preserve the confidentiality of the people we interview, we do not share unedited interview notes with partners.

Support of a distributed team

18F has a distributed workforce with staff located across the country. This means that the team for this engagement will likely not be colocated with the AO. Instead of working in the same physical space, we will use a wide variety of tools to collaborate with the AO on this work, including phone calls, emails, video conferencing, and shared digital workspaces, such as Google Drive. The project lead and account manager on this engagement will work with the AO to determine the best ways to collaborate and what tools both teams can use.

The AO and the 18F team will also have the support of an 18F account manager for the duration of this engagement. Besides spearheading the scope and staffing for this engagement, they will provide all the support needed to allow the 18F team to focus fully on collaborating with the AO and delivering value. This includes travel arrangements, finances and burn tracking, collaborative tooling, agreement modifications, and other administrative details, as well as the coordination of user research, retrospectives, post-mortems, and other milestone meetings necessary for working in an iterative, feedback-driven way. Additionally, the account manager will remain in contact with the AO throughout the engagement's duration to monitor expectations, provide customer service, and gather feedback. The account manager's time is accounted for in the budget.

Modular Contracting

While acquisition may not be the initial focus of the engagement, it might emerge as a relevant opportunity or path forward during the research and investigation phase.

18F takes a modular contracting approach to our work. Modular contracting is an acquisition strategy that breaks up large, complex projects into multiple, tightly-scoped procurements to implement technology systems in successive, interoperable increments. The strategy mitigates risk, reduces vendor lock-in, and encourages delivery of working software to users more quickly. 18F combines modular contracting practices with modern software development practices such as human-centered design, product management, and agile development to enable partners to shorten procurement lead times and work with vendors more effectively.

Modular contracting approach:

- Take appropriate steps to ensure best practices are adhered to in order to increase modularity development and to avoid vendor lock-in.
- Make appropriate use of open-source software and select modern technology stacks to ensure long-term sustainability for the project.
- Include explicit, results-oriented success criteria.
- Use the appropriate technical terminology to avoid ambiguity.
- Specify the necessary technical knowledge, skills, and abilities that the vendor must possess in order to execute the contract successfully.

Working in the open

One of 18F's core principles is to make our work available to the public whenever possible, magnifying the value of our joint efforts. We do this in two ways:

- Using open source code in product development
- Conducting project activities in publicly-viewable forums whenever possible

These methods are proven to help build stronger services, save government resources, and better fulfill our duty to serve the public. Learn more from the Federal Open Source Policy (<https://sourcecode.cio.gov/>). Of course, we will work together to ensure that any confidential, proprietary, national security, personally identifiable, or other sensitive information is properly protected.

Should any code be developed during this engagement, 18F will use Free and Open Source Software (FOSS) and will contribute back to the open source community to the extent possible. FOSS is software that does not charge users a purchase or licensing fee for modifying or redistributing the source code. This code is dedicated fully to the public domain. 18F also publicly publishes all source code created or modified by 18F, whether developed in-house by government staff or through contracts negotiated by 18F.

While 18F will utilize FOSS for this order, 18F will work to ensure all confidential, proprietary, national security, personally identifiable, and other sensitive data provided by AO to 18F is properly stored and protected, in accordance with the AO's internal security policies and procedures.

During the Path Analysis phase, the AO will grant 18F access to any data and systems necessary for technical, business, design, and operational support landscape investigation. 18F needs access to the necessary data and systems in order to understand the limitations of the

CM/ECF system and review the current technical debt, understand how the systems integrate with other systems and processes, and to investigate other associated challenges.

The AO warrants that it has the authority to share any information or data provided to 18F if such information constitutes Personally Identifiable Information (PII) and that any information shared with 18F is done in accordance with any relevant statutes and internal AO policies and procedures. 18F and the AO will coordinate to ensure that all confidential, proprietary, national security, personally identifiable, and other sensitive documentation and information is transferred, communicated, and stored securely.

Long term sustainability

A key component of 18F's mission is strengthening government technology practices in ways that last beyond our formal partnerships. 18F and the AO will plan for long term sustainability during the Path Analysis by evaluating barriers to the implementation of the solutions to be addressed during the Experiment & Iterate phase.

Part of this work will include working with the AO to mitigate these challenges even as we continue to explore other potential barriers. Additionally, a portion of every sprint of this engagement will be dedicated to long term sustainability and AO ownership, including activities such as the creation of documentation, knowledge transfer, pair-programming and researching modular contracting capabilities.

Building in-house cross-functional capability within the AO is a critical part of developing long term sustainability. 18F will work to identify skill gaps and barriers to skill enablement within the AO and develop a strategy for how to build and maintain those skill sets. 18F will work to train and mentor partners within the AO to ensure that knowledge stays within the organization.

To support this work, it is essential that 18F has the support of a dedicated project team within the AO who are responsible for pairing with the 18F team over the course of this work. This team will be actively involved in the project at its onset with the ability and capacity to manage this work in any follow-on engagement.

3.0 SCOPE OF WORK AND DELIVERABLES

18F will work collaboratively with the AO to conduct research, synthesize collected data, and make findings and recommendations.

3.1. Path Analysis Phase Scope

During this phase, 18F will:

1. Facilitate a co-working session(s) with the key AO stakeholders to scope and refine the problem statement or vision, establish an investigation plan, and identify the sources of information related to the topic. These sources may include people, systems, software, documentation, source code, or other entities.
2. Intensively investigate the technical, business, design, and operational support landscape and limitations of the CM/ECF system, including a review of the current technical debt, how the systems integrate with other systems and processes, and other

associated challenges. In doing so, 18F will use qualitative and quantitative techniques which will include:

- a. Interviews: Facilitated person-to-person discussions with both internal (employees of the federal judiciary) and external (attorneys and other outside users) CM/ECF users, as well as AO stakeholders who are engaged with the business, technical and operational support components of the CM/ECF program.
 - b. Observation: Witness CM/ECF users and the CM/ECF system at work firsthand.
 - c. Data analysis: Form insights based on qualitative and quantitative data
 - d. Secondary research: Review existing materials related to the Path Analysis that may include the results of prior assessments of the CM/ECF system, research, manuals, reports, data, and source code as provided by the AO.
 - e. Current state review: Examine systems, software, source code, processes, policies, rules, and methods currently in use. This includes reviewing and understanding the security-compliance of any system modification or build, given that the AO is part of the Judicial Branch. In reviewing and making recommendations, 18F will consider the legal requirements of the CM/ECF system, as provided by the AO.
3. If appropriate, and time and budget permitting, create limited prototypes or wireframes. Prototypes created during this phase may not be user-validated, instead illustrating where the next phase of work can focus, what might make sense to test with users, and what sort of outcome user tests should pursue.
 4. Interpret and synthesize the data and research to create recommendations for how the AO can deliver an effective, functional, scalable, secure, and reliable case management and electronic case filing system to the federal judiciary.
 5. Collaboratively model agile project and software development methodology.

3.2. Path Analysis Deliverables

During this phase, 18F will provide the AO with the following:

- Clear problem definition via a collaboratively evolved problem statement.
- A prioritized roadmap of the actions the AO should take next to address this problem. The prioritization of this roadmap should take into account the organizational priorities, potential impact, and feasibility of the recommendations.
- When appropriate, limited prototypes or wireframes. Prototypes created during this phase may not be user-validated, but instead may illustrate where the next phase of work can focus, what might make sense to test with users, and what sort of outcome user tests should drive towards.

3.1. Experiment & Iterate Phase Scope

During this phase, 18F will:

1. Conduct a kickoff workshop with key stakeholders that identifies goals and expectations for this engagement.
2. Conduct a combination of user research and prototyping activities to clarify the problem, assess feasibility of different approaches, and test solutions. 18F will continue to collect information from key stakeholders and users to determine what features, functionality, and content organization should be tested and addressed as part of a desired solution.
3. Collaboratively model agile project and software development methodology.
4. If applicable, work with AO to construct a solution to a narrow part of CM-ECF.

3.2. Experiment & Iterate Phase Deliverables

During this phase, 18F will work with the AO to execute on the prioritized roadmap as defined in the Path Analysis phase, but because a full solution is outside of 18F's control, 18F commits to provide the AO with the following:

- An updated or refined problem statement based on what was learned from any hypotheses tested and validated during this engagement.
- A summation of what was learned from the research and prototyping, including what hypotheses were tested and how those results influenced further iterations.
- Recommendations for how the AO should use these findings to proceed in addressing the problem area including the cost and technical capabilities that will be required to incrementally launch and deliver the NextGen CM/ECF system. This will also involve updating the AO's prioritized roadmap, taking into account the organizational priorities, potential impact, and feasibility of the recommendations as well as what was learned from the hypotheses tested and validated during this engagement.
- Mentoring and coaching on principles of modern software design and development practices, approaches and tools.
- If applicable and time permitting:
 - Prototypes used to test and validate assumptions with users.
 - Content and visual design research: An assessment of process and organizational health around content and visual design and recommendations on content restructuring to meet user needs.
 - User hypotheses and design guidelines: Descriptions of the various users who will interact with the AO's CM/ECF system and those users' needs, along with guidelines for what the user experience should entail. Related activities will include direct-observation user research.
 - Journey map: A visualization of the major interactions shaping a user's experience of the CM/ECF system.
 - Decision framework: A framework of key principles, priorities, and factors that will guide the AO in responding to both anticipated and unanticipated choices relating to the CM/ECF system.

- Prioritized feature recommendations: A list that identifies key functionality (in the form of user stories), prioritized by importance/user need, as determined by the results of usability testing.
- Additional technical review of existing systems, applications, processes, and/or and security compliance requirements.
- Working code, developed collaboratively, iteratively and, when possible, in the open. 18F will publicly publish source code created or modified during this engagement only if all confidential, proprietary, national security, personally identifiable, and other sensitive information is properly protected.

18F's Requirements When Building the Above:

- The AO will grant 18F access to any data and systems necessary for the operation of the new website or deployed application; platform, hosting, and security and compliance requirements for the deployed system; and systems or developer resources needed to construct a product iteratively.
- The AO - not 18F - is responsible for the platform, hosting, and security and compliance requirements for the deployed systems.

4.0. REIMBURSEMENT

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. The total funding amount for this order will be listed in Block 30 in the Form 7600B. Actual cost means GSA's direct and indirect costs of providing services under this agreement including (1) labor costs, charged at current rates (2) non-labor costs such as infrastructure, hosting, travel expenses, material purchases, unanticipated incidental costs, and other related expenses under this agreement.

5.0. NONDISCLOSURE

18F will provide information about this engagement, the services and objectives described in this statement of work, the AO's CM/ECF system, and the NextGen project to an outside person or entity only to the extent authorized by the AO or required by law, regulation, or court order. If 18F or GSA receives a request for information relating to this engagement, the services or objectives described in this statement of work, the CM/ECF system, or the NextGen project, 18F will notify the AO of the request and allow the AO a reasonable opportunity to review and comment on the information requested.

AO certifies that it is not an “agency” under the definition of the Freedom of Information Act (FOIA), and that the AO expressly intends to maintain control over any records such as documents, software, notes, and drafts provided by the AO to 18F. Any records produced under this IAA are the AO's records and do not become agency records when shared with 18F. The AO further represents that they are responsible for any litigation resulting from a decision to withhold records upon a reasonable request made under FOIA.

6.0. TIMELINE

The following timeline is aimed at providing relative direction around the timing of key deliverables. It assumes a 22-week timeline and is subject to change depending on the needs of the engagement and subject to the agreement of both 18F and the AO. 18F and the AO will collaborate on any changes to the timeline, which is meant to serve as a guide rather than a firm commitment to explicit deadlines. All day estimates assume readily available stakeholders and access to users. Additionally, all day estimates assume business days and do not include federal holidays.

Deliverable	Estimated completion date / Details
AO recruitment of users for 18F team to interview.	Immediately upon execution of the Interagency Agreement (IAA) the AO should begin recruiting users for 18F to interview. This will include preparing users to expect 18F to reach out and schedule interviews and testing, as well as gathering of user contact details.
Materials review. Start date and kick off meeting date selection.	Immediately upon IAA execution, the AO should send the 18F account manager materials pertinent to the engagement for the team to review. Both parties will also select a mutually agreeable start date and kickoff meeting date for the Path Analysis phase of this engagement.
Kickoff meeting.	Shortly following the mutually agreeable start date, this introductory work session will occur via a workshop with the core team and stakeholders. This workshop will serve to identify core activities, gain alignment on the project goals, and make user/participant introductions.
Investigation activities and iterative, collaborative recommendation development.	Throughout the six to eight weeks following the kickoff meeting, 18F will research the problem space, constantly sharing findings and forming/refining recommendations alongside the AO team.

	This will include retrospectives scheduled at regular intervals by the 18F project lead and account manager to review the successes and challenges of the work to date, giving both teams the information they need to adjust their approach as necessary.
Mid-project check-in and final deliverable outline draft.	Between four and five weeks into the course of the engagement, 18F will share an outline or draft of the Path Analysis final deliverable with the AO to ensure alignment, refining collaboratively as needed.
On-site path analysis presentation/final workshop with the AO. Kickoff workshop for E&I phase.	<p>Seven to eight weeks after the kickoff workshop, 18F will attend a final presentation/workshop with the core team and stakeholders to review Path Analysis recommendations and next steps.</p> <p>This meeting can also serve as the kickoff for the E&I phase of work. If it does, it will serve to identify core activities of this phase, gain alignment on the hypotheses to be tested, establish a sprint schedule (including planning and demonstrations), and make any further user/participant introductions.</p>
Investigation activities and iterative, collaborative recommendation development.	<p>Throughout the fourteen weeks following the initial E&I kickoff meeting, 18F will test the hypotheses, constantly incorporating learnings, sharing findings, and forming/refining recommendations alongside the AO team.</p> <p>This will include sprint planning, demonstrations, and retrospectives, which will be scheduled at regular intervals by the 18F project lead and account manager.</p>
Mid-project check-in and final deliverable outline draft.	Between four and five weeks into the course of the E&I engagement, 18F will share an outline or draft of the final deliverable with the AO to ensure alignment, refining collaboratively as needed.
Presentation/final workshop with the AO	Between two to three weeks before the end of the E&I phase, 18F will attend a final presentation/workshop with the core AO team

	and stakeholders to review recommendations and next steps.
Post-Mortem and all engagement research and artifacts	<p>No later than one week following the final workshop/presentation 18F will hold a project post-mortem to review the successes and challenges of the overall project.</p> <p>18F will also provide AO all of the artifacts created for the engagement, in their final form, including any presentations, reports, roadmap(s), or prototypes.</p>

7.0 USE OF CONTRACT SERVICES

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to and approval of the AO.

8.0 PROJECT STATUS AND REPORTING

18F will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis. The majority of status meetings will happen over conference calls or video conferences to accommodate 18F's distributed team.

9.0 REQUESTING AGENCY REQUIREMENTS

To ensure best execution of work, the AO will provide access to the following upon request by 18F:

- Documentation as appropriate (IT budget, procurement, strategic plans, software source code)
- Access to the AO's contracting and legal staff
- Facilities and equipment (including necessary credentials)
- Key contractors and vendors, with the following actions to provide for appropriate lines of responsibility between the AO, 18F, and AO contractors and vendors:
 - (1) The AO POC (AO project lead) and 18F will coordinate in writing, in advance, on the identities of any AO contractors or vendors whom the AO directs 18F to interact with to perform the work for the AO that is set out in this agreement.
 - (2) The AO will advise its contractors or vendors whom it directs to interact and share information with 18F staff of the following, as the AO determines is appropriate:
 - (a) 18F staff are Federal employees performing work for the AO;
 - (b) The contractor/vendor should be aware of the identity of their AO Contracting Officer. 18F staff have no authority to make decisions related to the contract; only the AO Contracting Officer does;

- (c) 18F staff are in an information gathering stage, and in an advisory role to the AO, not in a decision-making role.
 - (d) The AO is responsible for identifying and resolving any actual or potential organizational conflict of interest issues that may arise prior to and after contract award.
- (3) For any meetings or other communications which include both 18F staff and AO contractors or vendors, the AO will determine if it is appropriate to send an AO representative (such as the AO project lead, Administrative Contracting Officer, Contracting Officer's Representative, or other designee) to participate.
- (4) 18F employees will copy the AO project lead on email (and other communications, as practicable) which include contractors or vendors, and will coordinate closely with the AO project lead on all matters involving contractors or vendors.